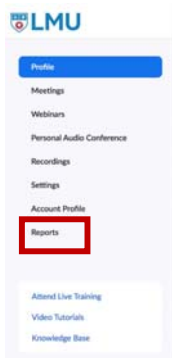




# Zoom

## Checking Attendance

Zoom creates reports 30 minutes after a meeting has ended.



### Accessing Your Meeting Reports

1. Log in at [zoom.us](https://zoom.us) (or [lms.lmu.edu](https://lms.lmu.edu))
2. Click on **Reports** from the left-hand menu.
3. Click on **Usage**.

## Participants (Attendees)

The Usage report will display information in *one month increments*. To view a list of participants:

1. From within the **Usage** option, select a date range and click the **Search** button.

[Reports](#) > [Usage Reports](#) > [Usage](#)

From:  To:

[Search](#)

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 30 minutes ago.

2. Scroll to the right to see the **Participants** column and click on the number to view the participants of the meeting:

[Export as CSV File](#)

[Toggle columns](#)

Topic	Meeting ID	User Name	Group	Creation Time	Start Time	End Time	Duration (Minutes)	Participants
...	...	Corinne St. Claire		04/06/2018 09:14:58 AM	01/08/2020 09:00:16 AM	01/08/2020 09:08:47 AM	9	<a href="#">2</a>
...	...	Corinne St. Claire		01/10/2020 01:03:49 PM	01/10/2020 01:08:00 PM	01/10/2020 01:09:14 PM	2	<a href="#">2</a>
...	...	Corinne St. Claire		01/09/2020 11:51:56 AM	01/10/2020 01:15:15 PM	01/10/2020 01:57:10 PM	42	<a href="#">9</a>
...	...	Corinne St. Claire		01/14/2020 07:51:57 AM	01/14/2020 10:51:02 AM	01/14/2020 12:02:30 PM	72	<a href="#">4</a>

- When you click on the number, an overlay window will open to display the Meeting Participants.
- If a participant joined multiple times, you will see the option to tick the box for **Show Unique Users**.
- You can export this data to a CSV file to store on Box.

### Meeting Participants ×

Export with meeting data
  Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Corinne St. Claire	corinne.stclaire@lls.edu	03/09/2020 04:51:05 PM	03/09/2020 06:14:05 PM	83	97.71%
<del>██████████</del>		03/09/2020 04:52:12 PM	03/09/2020 06:13:44 PM	82	100.0%
Inst Tech Office (Corinne St...		03/09/2020 04:53:03 PM	03/09/2020 06:14:05 PM	82	100.0%
<del>██████████</del>	<del>██████████@lls.edu</del>	03/09/2020 04:53:59 PM	03/09/2020 06:08:02 PM	75	100.0%
<del>██████████</del>	<del>██████████@██████████.com</del>	03/09/2020 04:56:02 PM	03/09/2020 06:08:26 PM	73	30.94%
<del>██████████</del>		03/09/2020 04:56:16 PM	03/09/2020 06:14:04 PM	78	100.0%

Meeting information is only held for a month at a time, so please download and save these reports as your attendance records each week.